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Hawaii's 8(a) BD Program Resource

Issue 4

U.S. Small Business Administration Hawaii District Office

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8(a) Stats

Number of Firms in the Hawaii
District Office Portfolio
As of February 28, 2004: **216**

New Participants:

Earl's Painting and Wallcovering, Inc.	12/03
Keum Yang Corporation	12/03
PCR Environmental, Inc.	12/03
The Catalyst Group, LLC	12/03
Affordable Roofing & Repair	1/04
ARA Contracting	1/04
Elite Mechanical, Inc.	1/04
Firearms Academy of Hawaii, Inc.	2/04
Hako Plumbing, Inc.	2/04
Laser Barcode Solutions, Inc.	2/04

All of the SBA's programs and services are
provided to the public on a nondis-
criminatory basis.

SBA DISTRICT DIRECTOR ANDY POEPOE RECEIVES 'Ō'Ō AWARD

The Native Hawaiian Chamber of Commerce has selected SBA District Director Andy Poepee as a 2004 'Ō'Ō Award winner.

Since 1977, the Native Hawaiian Chamber has honored individuals of Hawaiian ancestry for their accomplishments and leadership in business, industry and the professions. Each year, winners are presented with an 'Ō'Ō, the Hawaiian digging stick, to symbolize the hard work that these recipients put forth in order to be successful in their fields. Poepee joins 44 prior winners of this distinguished award along with Representative Ezra R. Kanoho of Kaua'i.

PRO-Net Merges into CCR

In December of 2002, PRO-Net! The SBA's Procurement Marketing & Access Network, an online, interactive, electronic gateway of procurement information – for and about small businesses began migrating into CCR which is the acronym for the **Central Contractor Registration** system. CCR is the primary vendor database for the Department of Defense (DoD), NASA, Department of Transportation, and Department of Treasury. CCR collects, validates, stores and disseminates data in support of agency missions.

This migration is a result of SBA, DoD, Office of Management and Budget, and General Services Administration (GSA) wanting to create a single integrated database of small businesses that want to do business with the government. The integration of these databases will **create one portal for entering and searching small business sources and will assist small businesses that are interested in marketing their goods and services to the Federal government.** The integrated database began on January 1, 2004.

The CCR-PRO-Net relationship is part of a comprehensive strategic effort to transfer PRO-Net's functions to the E-Gov Business Partner Network (BPN) in order to simplify government-wide vendor registration. The BPN is a part of the Integrated Acquisition Environment (IAE), one of the e-government initiatives under the President's Management Agenda. The IAE will streamline Federal acquisition by creating common integrated business processes for buyers and sellers in the Federal marketplace. Consequently, registration in CCR is now a requirement for award of federal contracts.

All 8(a) participants should be registered in CCR, now a virtual One-Stop procurement shop for government contracting, where small business profiles are available to federal, state and local government contracting officers, as well as to private-sector businesses looking for prime contractors, subcontractors, teaming arrangements or partnerships. The profile of each registered small business includes the identification of the business (including internet web and email addresses, if available) organization, ownership/legal structure, products/services, and past performance history.

Contracting activities and prime contractors search for small business profile information by visiting the CCR website: www.ccr.gov/sbds and accessing the

Continued on page 2

Small Business Dynamic Search link. The link provides read-only access to small business profiles and searches can be accomplished by NAICS codes; federal certifications; key words; business type; EDI capability, etc. As a result, a company's contact information along with profile information should be updated no less than annually.

Why is being registered in CCR important? Simple, in addition to being able to market your products and services, CCR provides federal agencies with a firm's payment information. Normally, payments are processed as an electronic funds transfer (EFT) to the contractor's financial institution. CCR validates the vendor's information and electronically shares the secure and encrypted data with the federal agency's finance office to ease paperless payments. CCR can also share data with other government procurement and electronic business systems.

Not all Federal contracting activities currently use CCR to process payments. Some of those agencies are the Department of Veteran's Affairs, GSA, U.S. Department of Agriculture, and the Federal Aviation Administration. However, that does not mean that these agencies do not use CCR to assist in identifying small businesses that might be able to provide a specific product or service.

Within SBA, PRO-Net has been superseded by the Small Business Source System (SBSS), an internal database of firms certified by SBA under the 8(a) Business Development and HUBZone programs and as Small Disadvantage Businesses. The SBSS will populate the SBA certification fields in CCR. The SBSS also automatically reviews the NAICS codes supplied by a firm and performs calculations to determine if the firm qualifies as a small business for a particular NAICS code, based on employment and revenue information entered into CCR. Firms will update their records via the CCR Update Web page and should follow the links and directions found there. This automated review of a firm's size is being done to determine if it is eligible to be included in the SBSS and does not affect, in any way, the self-representation requirement for Federal procurement.

A DUNS Number, provided by Dun & Bradstreet (D&B), is required for registration in CCR. If you need D&B assistance, call 1-866-705-5711 or visit the website at: www.dnb.com. After registering, the system will generate a cage code number which is simply an alpha numeric identifier.

It is recommended that you take the time to read every comment, prompt, and feature when updating your small business profile. It is also recommended that you first printout a copy of the CCR Worksheet, complete the worksheet and then input the updated information with CCR for acceptance and approval. If you need assistance updating your firm's profile, please contact:

CCR Assistance Center at 888-227-2423, 269-961-4725 or email: dlis_support@dlis.dla.mil Assistance is available 24 hours, 7. days a week.

CHANGES TO BE AWARE OF

Size Standards

SBA is proposing new rules that will simplify the standards by which the SBA determines the size of a business. Under the proposed rules, size will be determined by number of employees in almost all cases and the number of different size categories will be reduced from 37 to just 10.

The SBA also proposes to establish an annual average receipts cap for some industries. Small businesses in these industries that meet the employee-based size standard will not be able to exceed a specific receipts cap if they wish to qualify as an eligible small business. Some of these industries include construction, computer services, engineering, consulting and facilities support services.

The proposed rule was published in the *Federal Register* on March 19, 2004 with public comments due by May 18, 2004. You are encouraged to review the proposed rule to determine how your business would be affected by the proposed small business size standards. For additional information on the new rule change, visit the SBA's Office of Size Standards at www.sba.gov/size.

Annual Updates

The centralized processing of Annual Updates (SBA Form 1450) is closer to becoming reality as SBA begins testing an electronic annual update. When implemented, 8(a) participants will provide annual update information directly to the processing center.

Please remember that each participant must submit a modified business plan and updated information to its Business Opportunity Specialist within thirty (30) days after the close of each program year. Consequently, to make the transition to centralized processing easier, each firm should check if it is current with its annual reporting requirements. To assist your firm in meeting its annual reporting requirements, the Hawaii District Office will hold an **"8(a)BD Program Reporting Requirements Training"** session on April 8, 2004.

Finally, please note that it is important to meet reporting requirement due dates as SBA may terminate a participant prior to the expiration of the participant's program term for good cause. An example of good cause includes but is not limited to a pattern of failure to make required submissions or responses within 30 days of the date of request.

REMINDERS

NAICS Codes

All firms should check their CCR Dynamic Small Business profile to ensure that the applicable 2002 NAICS codes are listed. This is especially important for general and specialty trade contractors as all of the construction NAICS codes changed in 2002. If you continue to list old codes, contracting activities and prime contractors searching CCR might not be able to identify your firm as a potential provider of a service or product since your firm's profile does not contain the applicable NAICS code.

Financial Statements

Financial statements for participants whose fiscal year ended December 31, 2003 and who did not have gross annual receipts of more than \$5 million are **due by March 31, 2004** and financial statements for participants with gross annual receipts of more than \$5 million are **due by April 30, 2004**. Please refer to 13 CFR 124.602 for additional information on what kind (in-house or compilation, reviewed, or audited) of annual financial statement must a participant submit to SBA.

Additionally, please note that in order for SBA to accept a requirement on behalf of a participant recommended by a procuring activity, one of the criteria is that the participant **must** have submitted its required financial statements to SBA.

UPCOMING EVENTS

8(a) BD Program Reporting Requirements Training

Place: PJKK Federal Building, Room 5-208
Location: 300 Ala Moana Blvd., Honolulu, HI
Date: April 8, 2004
Time: 9:00 a.m. to 11:00 a.m.

8(a) Training and Matchmaking

The Hawaii District Office was pleased to recently present a training session by the Department of Labor (DoL) Office of Contract Compliance on March 17, 2004 and a matchmaking event with GSA on March 24, 2004.

DoL representatives covered the Federal laws and regulations that prohibit Government contractors from discriminating in employment, and require that firms undertake action to ensure equal employment opportunity in their workforces. Participants were provided information on the applicable FAR requirements and how to document compliance.

GSA representatives discussed the role of the Federal Technology Service Office in Hawaii and provided information on GSA schedule opportunities. Participants also received interactive training on searching the GSA website and tips on "How To Pursue a GSA Federal Supply Schedules Contract."

Please watch for future training and matchmaking sessions.



Kenneth Pope and Sherry Imamura-Ryan, Compliance Officers of the U.S. Dept. of Labor – Office of Federal Contract Compliance Programs, conducted the "Construction Compliance Assistance Workshop".

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